



PBL PREPARED

**FOLLOW THE CORRECT ROUTINES,
PROCESSES AND PROCEDURES**

WHAT IS THE FOCUS

- Learning intent:
- Students will understand how to follow the correct routines, processes and procedures at ESHS.
- Success Criteria:
- Students will be able to demonstrate the focus by following the correct routines, processes and procedure at ESHS.
- Specialised Vocabulary
Compliance, routine, processes and procedures.

WHY IS THE FOCUS IMPORTANT?

- At ESHS we have a number of routines, processes and procedures that we follow to keep staff and students safe.
- By following routines, processes and procedures at ESHS we are developing positive habits that we can apply in a variety of real world contexts.



Think Positive

WHAT ROUTINES DO WE HAVE AT ESHS?

- Classroom
- Playground
- Break times
- Transitions between classes
- Bookwork Expectations
- Uniform



WHY ARE ROUTINES IMPORTANT?

- Discuss why these routines are important and how they keep students and staff at ESHS safe?

ROUTINE IS Key!

ROUTINE SCENARIO 1

- John and his friends are playing tag in the SAILS area during first break. The students are running around and acting in an unsafe way.
- Are the students complying with school routines?
- How could they change their behaviour so they are complying with school routines?



WHAT PROCESSES DO WE FOLLOW AT ESHS

- Completing assessment tasks by the due date
- Come prepared to every class with materials and student diary.
- Completing class work
- Participating in classes
- Complying with uniform policy



WHY ARE THESE PROCESSES IMPORTANT?



- Discuss why these processes are important for preparing students for life beyond school.

PROCESSES SCENARIO 1

- You have to submit your training manual to your employer to finalise your apprenticeship. You do not get the manual completed on time and your employer decides that your lack of time management is not what the company needs and they decide to let you go.
- What kind of reference do you think this employer would provide?
- How does getting to class on time prepare you for the workforce?



WHAT PROCEDURES DO WE HAVE AT ESHS?

- Emergency Procedures
- Evacuation- Fire Drill
- Lockdown Procedure
- Classroom Procedures
(Courtesy)



WHY ARE THESE PROCEDURES IMPORTANT?

- During Evacuation and Lockdown it is important that students listen to and comply with adult instructions to ensure their safety and the safety of their peers.
- Following the COURTESY acronym ensures we keep our classrooms neat and tidy and conducive to learning.
- Discuss why ESHS have strict procedures in place in relation to Emergency and Classroom procedures?

PROCEDURES SCENARIO 1

- You hear the rising tone at intervals and voice=
LOCKDOWN
- What do you need to do to ensure you are safe and other students are safe?










WHY DO WE HAVE A UNIFORM POLICY AND PROCESS?

- A uniform policy helps prepare students for a life outside of school
- Having a consistent uniform policy reduces other behaviours occurring
- Having all of our students in correct uniform also means that we can quickly and readily identify our students from those who should not be in the school grounds
- All professions have a uniform or dress code that you will need to adhere to



WHAT ARE THE UNIFORM REQUIREMENTS?

WHAT ARE THE UNIFORM REQUIREMENTS?



WHAT UNIFORM ITEMS ARE NOT ALLOWED

X	X	X	X
			

HOW DO I FOLLOW THIS PROCESS?

- Students who are out of uniform are required to change into a school uniform supplied by the uniform room and return these at the end of the school day.
- Students are to change regardless of whether or not they have parental permission.
- Students who do not follow process will be referred to relevant HOY and a detention issued for non-compliance.
- Continued breaches of the school's uniform code will result in an intervention by DP and possible suspension



UNIFORM PROCESS SCENARIO1

- Jeffrey arrives to his PC class wearing an incorrect jumper
- Jeffrey's PC teacher mentions to Jeffrey that he is wearing the incorrect jumper and records this on id web.
- Jeffrey's PC teacher then asks Jeffrey to go to the uniform room (J12) to change into the correct uniform
- What choice does Jeffrey need to make to ensure he is following the uniform policy of ESHS?



UNIFORM PROCESS SCENARIO 2

- Jemima arrives at her Lesson 1 class in the incorrect uniform
- Jemima is wearing footy shorts because she had no clean shorts to wear
- Jemima's Lesson 1 teacher records Jemima's uniform violation on id web and instructs Jemima to attend the uniform room (J12) at first lunch, part A, to change into the correct shorts
- What choice does Jemima need to make to ensure she follows the uniform process?



WHAT HAPPENS WHEN YOU FOLLOW THE ROUTINES, PROCESSES AND PROCEDURES AT ESHS?

- When you follow routines, processes and procedures you are making positive choices that help facilitate positive student outcomes.



REVIEW

- By following school routines, processes and procedures, students are demonstrating that they are prepared and are ready to learn

By following school routines, processes and procedures, students are developing the skills that will help them when they enter the workforce.

